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| **ROLE PROFILE: Senior MEAL Advisor (MENAEE)** |  |
| Position Title:  | Senior MEAL Advisor (MENAEE) |
| Position ID: | NEW0000381 |

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| **Team** | Evidence and Learning | **Grade** | P4 |
| **Reports To (Title)** | Head of MEAL | **Contract Length** | Permanent |
| **Location** | MENAEE - Any existing SCI office location in MENAEE Region | **Time-zone** | MENAEE Region Time Zones  |
| **Languages** | English and Arabic |

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| **Team and Job Purpose** |
| **Team purpose*** Ensure Evidence & Learning (E&L) standards, tools, and capability are in place and embedded across MENAEE regional countries to generate, communicate and use evidence.
* Support and lead to produce critical insights and learning to inform and elevate programme quality, influencing and thought leadership.
* Strengthen monitoring evaluation accountability and learning systems and mechanisms including MEAL plans and budgets, MEAL Indicator Reference Sheets, data collection and use, data for decision making and organisational learning, output/outcome trackers in the COs.
* Strengthen Projects on Track (PoT) system in the region through providing leadership and suport for CO heads of MEAL on feeding in the accurate data and uptake of the analysis from PoT.
* Suport COs on Accountability to communities and children systems and mechanisms including complaints and feedback mechanisms, the promotion of child-led and participatory MEAL), stakeholder consultation and reporting.
* Effective monitoring, tracking and reporting systems, tools and templates that (a) enable and enhance regular monitoring of outputs and programme quality across regional and country programmes, (b) generate quality evidence at various programme levels
* Accountable for shared leadership of Influencing & Impact strategy for Save the Children
* Co-own delivery of the Digital, Data & Evidence enabler such a PRIME system in the region
* Ensure E&L standards, tools, and capability are in place and embedded across countries to generate, communicate and use evidence

**Role purpose**Oversee support and capacity-strengthening across a set of Save the Children offices in MENAEE region to drive up and assure the quality of the data and evidence produced from our work, with a particular emphasis on data and evidence relating to results and impact for children. |

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| **Accountabilities** |
| * Provide the first line of support to country teams on monitoring and accountability, including support or signposting on relevant SC E&L procedures and standards, indicator choice/ logframe development, use of digital tools for data collection and analysis, maintaining IPTTs for effective project management, and on related work with partners.
* Collaborate with global Save the Children networks, SCI Centre Evidence and Learning team to review and improve SCI MEAL processes and procedures, training and capacity building
* Develop, pilot and scale new and innovative MEAL initiatives, such as the Learning Organisation initiative and Learning Agenda, that facilitate learning and impact in the regional COs
* Support the head of MEAL with regional analysis and communications demonstrating the quality and impact of our work across the region, drawing on a variety of evidence sources including the Global Results Framework, PRIME, program evaluations, and Projects on Track (PoT).
* Act as focal point for two-way communications between country and global teams on data and evidence, including on new initiatives, emerging needs, challenges and opportunities
* Provide support to regional teams on effective approaches to using quality data and evidence in routine
* Work with country PDQ Directors to ensure adequate MEAL resourcing, staffing structure and capacity strengthening mechanisms are in place to ensure the institutionalisation, quality and sustainability of MEAL systems
* Work with colleagues across Save the Children to identify MEAL capacity building needs, and to develop and deliver the MEAL capacity strengthening plans
* Provide remote and face-to-face training to groups and coaching/mentoring to individuals on SCI’s MEAL systems, tools and processes in accordance with the Quality Framework.
* Support Country Office MEAL staff to understand global guidance, procedures and reporting requirements, learning and evidence, ensure that learning from the region informs our global evidence and strategic direction, and staff at all levels understand that their roles all contribute to our global objectives.
* Quality assure monitoring and accountability data and evidence used for global reporting and insights (including relevant Program KPIs, ‘Projects on Track’ and Strategy Monitoring)
* Identify, develop and/ or deliver capacity-strengthening initiatives to ensure MEAL staff in country offices and our partners have the necessary competencies to generate and analyse quality monitoring and accountability data and evidence, use appropriate digital solutions in support of this.
* Support strategic workforce planning, professional development and talent management of MEAL staff in country offices, maintaining strong working relationships with country teams
* Provide technical support to country offices to generate and use reliable feedback from children and communities as part of broader work on Accountability to Children and Communities with colleagues focused on Child Participation and Child Rights programming
* Help position SCI as a thought leader by supporting development and delivery of written and oral communications in key internal and external forums, by self and other SC leaders. Serve as a credible, influential voice on technical and policy issues, ensuring alignment with other thematic areas, and positioning Save the Children as a leader in the sector.
* Work closely with the wider Evidence & Learning team to achieve the objective of strengthening our culture of impact and learning, taking shared responsibility for ensuring that quality data and evidence is used in Research and Evaluations, and for insights and learning.
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| **People Management Responsibility** (direct/indirect reports) |
| Number of people managed in total: 0Manager of a team: NoTeam Manager (manager of multiple teams): No |

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| **Size of Remit** |
| Global |

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| **Travel Requirements** |
| International travel required: YesPercentage of required for travel: 20% - 30% |

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| **Key Relationships** |
| **Internal** (excluding direct team and manager)* Work closely with CO MEAL Teams, PRIME Team, Insights and Learnign team to ensure that high quality data is generated and utilised for decision making and learning.

**External*** Work closely with partners and peer organizations to identify key areas of growth to strengthen MEAL system and procedures.
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| **Competencies** |
| Cluster: Leading Competency: Leading and Inspiring Others Level: Leading Edge Behavioural Indicator: Creates and engages others in a shared vision and strategy that will deliver more for children. Cluster: LeadingCompetency: Delivering ResultsLevel: Leading EdgeBehavioural Indicator: Builds a culture of quality and focuses on ongoing performance improvement.Cluster: Thinking Competency: Innovating and Adapting Level: Leading Edge Behavioural Indicator: Drives innovation and breakthrough solutions to improve outcomes for children Competency: Problem Solving and Decision Making Level: Accomplished Behavioural Indicator: Uses data and evidence to drive decision making for quality improvement Cluster: Engaging Competency: Working Effectively with Others Level: Leading Edge Behavioural Indicator: Opens up hidden areas of organisational disagreement and drives for collaborative resolution Competency: Communicating with Impact Level: Leading Edge Behavioural Indicator: Delivers influential advice and briefings to internal and external audiences to build the call for action  |

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| **Experience and Skills** |
| ***Essential***   * MEAL experience, with experience of working within a complex and matrix organisation structure and in both development and emergency contexts
* Experience in International development or Save the Children’s thematic areas (e.g. education, public health, nutrition, child protection, child rights and emergency response)
* Proven track record in putting quality data and evidence from monitoring and accountability to use for continuous improvement in programming, and understanding of reporting.
* Strong knowledge of digital tools for monitoring and accountability and ability to interface effectively with IT/ digital specialists
* Successful track record of implementing effective MEAL systems, including experience in quantitative and qualitative data collection and management.
* Strong experience of providing effective technical support to others, and of influencing effective practice in staff who you do not line manage
* Track record of leading or delivering capacity-strengthening initiatives. MEAL training and capacity building experience preferably in large transition environments and with varied audiences
* Excellent written and verbal communication skills in Arabic, and ability to ensure messages and communication channels are adapted to different audience/ user needs. Culturally sensitive, with highly developed interpersonal and communication skills including influencing, negotiation and coaching
* A flexible and initiative-taking, proactive, inspiring attitude with the ability to manage and prioritise an unpredictable workload, including the ability and willingness to change work practices and hours in the event of major emergencies
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| **Education and Qualifications** |
| * Postgraduate degree in a relevant field such as evaluation, monitoring, knowledge management, economics, statistics or social sciences or extensive working knowledge in specialized field
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| **Safeguarding** |
| We need to keep children and adults safe so our selection process includes rigorous background checks and reflects our commitment to the protection of children and adults from abuse.Level 3: the post holder will have contact with children and/or young people either frequently (e.g. once a week or more) or intensively (e.g. four days in one month or more or overnight) because they work country programs; or are visiting country programs; or because they are responsible for implementing the police checking/vetting process staff. |